

## SELF-ASSESSMENT CHECKLIST

Check each activity that your organization always does or that needs improvement. Then make a plan to correct activities that are not always done correctly. Resource materials and applicable forms are available in this manual or from other resources.

1. All households or participants are provided with information about Civil Rights requirements when they enroll or apply.
2. Households and participants who do not speak English or are hard of hearing are informed about the CNP. They are informed of the non-discriminatory nature of the Program in the appropriately translated material or translation services are used.
3. Ethnic and racial identities of participants are recorded and reported as required. The source documents used to collect racial/ethnic data are retained for three years. Confidentiality of the information is assured.
4. Racial Ethnic Distribution Form is completed and updated as needed annually.
5. The approved media release is made available to local news media annually.
6. Meals are offered to all participants without discrimination based on race, color, national origin, sex, age or disability, creed, sexual orientation, gender identity, or religion. The same meals are offered to all participants of approximately the same age according to program requirements.
7. The USDA "And Justice For All" poster is displayed as required.
8. The correct non-discrimination statements are in any material intended for public information. The statements related to USDA and Iowa are clearly identified. The font size of the notices is no smaller than the print on the page.
9. A complaint procedure policy is in place.
10. Staff know what to do in the event of a Civil Rights complaint.
11. Staff are trained on Civil Rights requirements annually. Training is documented with signatures, date, and training information. Documentation is kept for 3 years plus the current year.